

BOARD POLICY: DONOR PRIVACY

Purpose

The purpose of the Donor Privacy policy is to protect the interests of Thompson Education Foundation (TEF) donors by providing clarity regarding TEF's use of private and personal information collected by TEF's website, www.thompsonfef.org, and from any other donor contact.

Guidelines and Procedures

1. TEF will protect donor personal information
2. Personal and identifiable information collected by TEF's website or by alternate donor contact will not be shared with anyone or any organization outside of TEF,
3. Donors may opt out or in of contact from TEF at their discretion,
4. The Donor Privacy Notice will be available on www.thompsonfef.org. (~~Sample notice~~ **Notice** language starting on page 2 on this policy.)

Privacy Notice

This privacy notice discloses the privacy practices for Thompson Education Foundation (TEF) and www.thompsonfef.org. This privacy notice applies solely to information collected by TEF. It will notify you of the following:

1. What personally identifiable information is collected from you by TEF, how it is used and with whom it may be shared.
2. What choices are available to you regarding the use of your data.
3. The security procedures in place to protect the misuse of your information.
4. How you can correct any inaccuracies in the information.
5. How policy changes will be communicated.

Information Collection, Use, and Sharing

TEF is the sole owner of the information collected on this site and by other means. TEF only has access to/collects information that you voluntarily give us via email or other direct contact from you. This information can include name, address, phone number, email address, ~~credit card information, etc.~~ **and other information that may be shared with us** TEF will not sell or rent this information to anyone.

TEF will use your information to respond to you, regarding the reason you contacted us and will not share your information with any third party outside of our organization, other than as necessary to fulfill your request, e.g. to ship an order.

Unless you ask us not to, TEF may contact you via email in the future to tell you about ~~specials, new products or services,~~ **foundation updates, programs and opportunities** or changes to this privacy policy.

Your Access to and Control Over Information

You may opt out of any future contacts from TEF at any time. You can do the following at any time by contacting us via the email address **contact form** or phone number **given provided** on our website:

- See what data we have about you, if any.
- Change/correct ~~any~~ **contact** data we have about you.
- Have us delete **or mark confidential** any data we have about you.
- Express any concern you have about our use of your data.

Security

TEF **takes** precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline. Wherever TEF collects sensitive information (such as credit card data), that information is encrypted and transmitted to us in a secure way. You can verify this by looking for a closed lock icon at the bottom of your web browser, or looking for "https" at the beginning of the address of the web page.

TEF uses encryption to protect sensitive information transmitted online and also protects your information offline. Only employees who need the information to perform a specific job are granted access to personally identifiable information. ~~TEF computers~~ **TEF online platforms and storage files** in which we store personally identifiable information are **encrypted and** kept secure

TEF uses a credit card processing ~~company~~ **companies** for online donation services. ~~This company~~ **These companies may** not retain, share, store or use personally identifiable information for any secondary purposes beyond fulfilling your donation.

Links

This website may contain links to other sites on occasion. Please be aware that TEF is not responsible for the content or privacy practices of such other sites. TEF encourages our users to be aware when they leave our site and to read the privacy statements of any other site that collects personally identifiable information.

Changes to this Policy

TEF may make changes or updates to this privacy notice occasionally. You may check back on this page at any time to see the current policy. If you feel that we are not abiding by this privacy policy **or have questions about this privacy policy**, you can contact us by telephone at 970-613-5074 or by ~~email~~. **using the contact form on our website.**